

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: October 30, 1997

From: S. Laffoon

Subject: LIMS Team Meeting Minutes for 10/29/97

Attendees: C. Ament, E. Carmines, M. Goffman, P. Karo, F. Logan, J. Sampson, J. Wickham

Business Conducted:

- M. Goffman outlined steps for completing the RFP: He will incorporate information gathered this week. The next draft should be available November 7, for review by the team and laboratories. ARD and PTL should define several 'super-user' customers who will be asked to review the next draft of the RFP to determine if we are meeting customer needs (November 17). The final review will be by legal.
- E. Carmines suggested that customer complaints and asset tracking be included in the RFP.
- The RFP provides for the capture of accounting information such as project codes, cost centers, and man-hours per test. Need to discuss with Planning Group to determine how information should be used / reported.
- Due to the most recent discussions of the Sybase / Oracle issue, we will be asking both LabSystems and LabWare to present demos following issue of the RFP. Since switching to Oracle is a possibility, Perkin-Elmer and Beckman are also possibilities.
- The team developed a diagram of the overall workflow for R&D.
- The team agreed that the pilot will consist of the following areas: CAG (which includes D. Self's Lab) and ARD Microscopy.

Action Items:

- Team members should submit additional and missing items for RFP by email to J. Sampson ASAP.
- J. Sampson will ask legal to review the RFP confidentiality agreement.
- C. Ament and S. Laffoon will meet to discuss sample coding.
- J. Sampson will meet with CAG management to discuss impact of pilot.

Next Meeting:

- The 10/30/97 meeting was canceled
- The 11/6/97 meeting will be held if necessary.

Distribution:

Ament, C.	Lipps, R.
Carmines, E.	Logan, F.
Good, B.	Sampson, J.
Karo, P.	Wickham, J.
Koller, K.	M. Goffman (Martin Goffman Associates)

DOC CODE: A0150

PM3000468655